



## Filing a Weekly Claim for Unemployment Benefits

You must log in through NEworks at <https://neworks.nebraska.gov> to complete the weekly unemployment claim process.

**NOTE:** This document assumes you have already created a registration and online resume in NEworks. If you have not done so, you will be prompted to complete these steps. For instructions on registering through NEworks, please refer to the "Registering in NEworks and Filing an Initial Claim" handout, steps 1-10 only.

**Step 1:** Go to the NEworks home page and click the "UNEMPLOYMENT" button.



**Step 2:** On the next screen, choose "File or Manage a Claim."

#### Get Information

Unemployment benefits are paid from the Nebraska State Unemployment Fund. No deductions are taken from employees' paychecks. Eligibility requirements as defined in the Nebraska Employment Security Act. For more information on unemployment benefits, including how to apply, qualify and receive benefits, visit [dol.nebraska.gov](http://dol.nebraska.gov).



#### File or Manage a Claim

Prior to filing an unemployment insurance claim, you must register with the Nebraska Department of Labor. When filing, make sure to provide accurate employment information. For more information on filing a claim, visit [dol.nebraska.gov](http://dol.nebraska.gov).

#### Report Unemployment Insurance Fraud

Unemployment fraud is when anyone receives unemployment benefits while working full-time. Examples include returning to work full-time but continuing to receive unemployment benefits. For more information on reporting fraud, visit [dol.nebraska.gov](http://dol.nebraska.gov).

**Step 3:** You will then reach the sign-in page. **Since you are a recent, previous user of NEworks,** go to Option 1 and log in with your user name and password. If you forgot your user name or password, click the link below the password field – “Retrieve User Name or Password.” Take note of your user name and password for future use.

**Option 1 - Already Registered**


User Name:

Password:

Sign In

If you have forgotten your user name and/or password, please click [Retrieve User Name or Password](#).

**Step 4:** After you have logged in, you will be directed to your dashboard. Choose “**Unemployment Services**” from the left menu.



My Individual Workspace

My Dashboard

How We Can Help You

Employment Strategy

Directory of Services

My Resources

Quick Menu

Job Search

Resumé Builder

My Portfolio

Services for Individuals

Career Services

Job Seeker Services

Education Services

Labor Market Services

Community Services and Benefits

Financial Services

Unemployment Services

Veteran Services

Youth Services

Senior Services

Disability Services

Staff Provided Services

Other Services

Welcome to My Individual Workspace

This page introduces you to system features and offers suggestions. Select from the items below to start customizing the content that interests you.

My Dashboard

How We Can Help You

Employment Strategy

Directory of Services

My Resources

Services Preview

Explore a Career Change

We can show you occupations that are in demand that might be of interest to you based on your profile.

Find in demand occupations

New careers that match your job skills

New careers that match your interests

New careers that match what is important to you in a job

New careers that match all your assessments

Find occupations from our Career Ladder

Find a Job

Get Recruited & Be Proactive

Get Trained

Review the Job Market

Explore a New Career

Unemployment Assistance

Plan Your Finances

Review Benefits Available

Other Services

Job Seeker Services

Job Search

Find current job openings.

Resumé Builder

Create, store and update your resumé online.

Virtual Recruiter

Create a system job search alert.

More Job Seeker Services

My Personal Profile

My Background

Employment Histories

Education Histories

Certificates

View Your Personal Profile

Unemployment Services

Unemployment Benefit Overview

Information about the Unemployment Benefit program.

File or Manage a Claim

Access and view information regarding your claim.

My Benefits Plan

WIA Applications

Current Events

WorkShop/Training

2

Job Fair

0

Meetings

0

Rapid Response

0

Orientation

0

Employer Recruitment Event

0

Other Events

0

More Events

My Employment Plan

**Step 5: Choose “File a Weekly Claim for Benefits.”**

Please select from the Unemployment Services options listed below.



[Unemployment Benefit Overview](#) - Information on the Unemployment Benefits program including how you qualify for benefits.



[File a New Unemployment Claim](#) - File your initial Unemployment Claim.



[File a Weekly Claim for Benefits](#) - Submit your weekly request for benefit payment.



[Reopen an Existing Claim](#) - If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.



[Update Contact Information](#) - Review and update name, address, phone or email.



[Change Payment Method](#) - You may opt to receive payments through debit card or direct deposit.



[View Tax Form 1099-G](#) - View and print your IRS income tax information.



[View Payment Information](#) - View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.



[Resume Builder](#) - To create an online, active resume to meet eligibility requirements.



[Work Search Log](#) - If required, record your work search contacts for the current calendar week.



[Employment Strategy](#) - View a custom employment strategy just for you.



[Repayment of Benefit Overpayment](#) - To repay overpayments of Unemployment Insurance benefits online.



[Change Federal Withholding](#) - You may opt to have 10% of your weekly payment amount withheld for federal income tax.



[File an Appeal](#) - Request a hearing if you disagree with a written determination that you have received.

**Step 6:** From this menu, choose “FILE WEEKLY CLAIM FOR BENEFITS.”

#### Unemployment Benefits

Choose an option below:

##### [UNEMPLOYMENT SERVICES MENU](#)

- [Change Your Contact Information](#)
- [Create Your Resume](#)
- [Search for Jobs](#)

##### WEEKLY ACTIVITIES:

[WORK SEARCH LOG](#)

If required, record your work search contacts for the current calendar week.

[FILE WEEKLY CLAIM FOR BENEFITS](#)

Submit your weekly request for benefit payment.

##### FILE A CLAIM:

[FILE A NEW UNEMPLOYMENT CLAIM](#)

File your initial Unemployment Claim.

[REOPEN AN EXISTING CLAIM](#)

If you have not submitted a weekly claim in more than two weeks or you reported earnings greater than your weekly benefit amount last week.

##### CLAIM INFORMATION:

[VIEW PAYMENT INFORMATION](#)

View payment history and claim balance. Payments are usually available 2 business days after the payment date indicated.

[REPAYMENT OF BENEFIT OVERPAYMENT](#)

**Coming Soon:** To repay overpayments of Unemployment Insurance benefits online.

[CHANGE PAYMENT METHOD](#)

You may opt to receive payments through debit card or direct deposit.

[CHANGE FEDERAL WITHHOLDING](#)

You can opt to have 10% of your weekly payment amount withheld for federal income tax.

[VIEW TAX FORM 1099-G](#)

View and print your IRS income tax information.

##### APPEAL A DETERMINATION:

[FILE AN APPEAL](#)

Request a hearing if you disagree with a written determination that you have received.

[LOG OFF](#)

**Step 7:** Continue through the remaining screens to complete the filing of your weekly claim, **including the work search log** if you did not complete this step during the benefit week. You will know that your weekly claim has been submitted when you receive a confirmation number.

Example below:

- Confirmation Number: **W2015060215283053037**

**If you need general information about filing for unemployment insurance benefits, go to [dol.nebraska.gov](http://dol.nebraska.gov) and click Unemployment.**

Equal Opportunity Program/Employer

TDD: 800.833.7352

Auxiliary aids and services are available upon request to individuals with disabilities.